



Deputy Chief of Police

Working with a local government is a great opportunity to contribute to the growth and success of a community. The Capitol Heights Police Department “CHPD” is hiring a Deputy Chief to assist with the leadership of the men and women of the Capitol Heights Police Department. The incumbent will assist the Chief of Police to direct staff as they protect and serve the community.

The Deputy Chief will manage day-to-day police operations, oversight of investigations, and direct community outreach initiatives. The Deputy Chief is an important member of the police department and is expected to provide excellent leadership to staff, develop mid-managers, design and manage training programs. This position requires an extensive background knowledge of budget management, fleet management, policies and procedures and responding to community concerns. This position also requires the Deputy Chief to understand the concept of 21st Century Policing and be able to discuss the “Six Pillars” of 21st Century Policing.”

Essential Job Functions

- Manage, direct, supervise and inspire police staff.
- Be responsible for the day-to-day police operations. Interact with allied police departments. Direct supervisors and police staff as they perform their duties.
- Ensure staffing and coverage of patrol shifts and office staff.
- Assist with managing departmental budget and resources. Use control measures to ensure oversight of expenditures.
- Identify potential grants and funding sources to support public safety initiatives.
- Manage the speed camera enforcement program, review citations, and approve violations as required or direct the approval of same.
- Implement policies and procedures to manage fleet and reduce the cost and wear and tear. Explore new types of patrol vehicles to serve the community, i.e., hybrid or electric vehicles that can serve the community and reduce emissions.
- Ensure that the police department and police staff are in full compliance with Maryland State Laws under the new “Police Reform Act,” the Maryland Police Correction Training Commission “MPCTC” and CHPD Policies and Procedures.
- Assist with updating the CHPD General Order manual and ensuring that all uniform and civilian staff acknowledge and sign for the updated version of the manual.
- Review all training programs required by the MPCTC, identify additional training courses that could be beneficial to uniform and civilian staff.
- Manage and/or conduct administrative, background and internal investigations. Ensure that the CHPD is complying with Maryland State Law for proper notification to the Review Board for internal and external complaints made on police officers.
- Manage the Body Camera program and ensure that police staff is complying with Maryland State Law and CHPD policy.
- Provide oversight on police performance and quality of service to the Community.

- Respond to concerns and questions from the community, Mayor and Council, as directed.
- Be able to train uniform and civilian staff on 21st Century Policing principals. Implement quality Community Policing programs.
- Approve leave requests, monitor leave use and set staff schedule for personnel throughout the year. Approve time and attendance each pay period for CHPD staff.
- Participate in senior level training and meeting throughout the region and within H Sector as directed.
- Create working relationships with allied agencies at the local, state and Federal level that can help enhance public safety within the region.
- Complete performance evaluations for staff directly under your charge.
- The Deputy Chief may be designated as the person in charge in the absence of the Chief of Police.
- Be able to pass a full background investigation, psychological, polygraph, and physical examination as prescribed by Maryland State law for a Law Enforcement Officer.
- Must be 21 or older and have a valid state driver's license.
- Other duties as assigned.

Qualifications

Education & Experience:

The Candidate selected for the position of Deputy Chief will have a minimum of 20 years' experience as a full-time law enforcement officer and senior level police manager. The Candidate will have at least five (5) years at the rank of Lieutenant or higher and will have extensive experience managing police operations, agency budgets, and departmental resources. The Candidate will also understand the fundamental principles of 21st Century Policing and be able to discuss the six (6) Pillars of policing.

The Candidate should have an associate degree and/or a combination of education, military and law enforcement training and experience and be able to demonstrate throughout their career advancement as a manager and leader in a law enforcement capacity. The Candidate should also have a strong background in patrol operations, police investigations, special operations, government administration, urban culture and Maryland State Law Enforcement regulations.

The Candidate must be able to demonstrate a strong background in personnel management, knowledge budget management, and knowledge of the Town of Capitol Heights, Maryland. The Candidate should understand that they will be an essential employee and that they are expected to come to work during very difficult and extreme events. Ability to communicate both written and orally to the public, CHPD staff and the staff of the Town of Capitol Heights overall.

Persons wishing to apply should contact:

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